



**UNITED STATES MARINE CORPS**  
MARINE CORPS LOGISTICS COMMAND  
814 RADFORD BOULEVARD  
ALBANY, GEORGIA 31704-0301

IN REPLY REFER TO:

12713  
L09-3

**FEB 09 2005**

POLICY STATEMENT 01-05

From: Commanding General  
To: Distribution List

Subj: EEO SPECIAL EMPHASIS PROGRAM ADVISORY COMMITTEE (SEPAC)

Encl: (1) Interest Form for Nominees  
(2) Sample Nomination Letter

1. Situation. Positive special emphasis programs support the Command's commitment to equal employment opportunity. Many of the problems associated with discrimination can be solved through involvement in continual diversity education. Diversity strengthens our organization, and it is important to recognize the heritage of our personnel.

2. Mission. Establish policy and provide guidelines regarding the requirements of the EEO Special Emphasis Program Advisory Committee.

3. Policy

a. Managers and supervisors shall give full support to individuals expressing a genuine interest in EEO and the special emphasis programs. This responsibility includes the following:

(1) Granting the employee time to attend training, monthly meetings, and participate in SEPAC functions.

(2) Modifying employee's position description to reflect SEPAC member collateral duties.

b. Department Heads shall ensure full representation through volunteerism or nomination of a civilian or military and an alternate to serve a two-year term on the EEO SEPAC by submitting enclosures (1) and (2).

Subj: EEO SPECIAL EMPHASIS PROGRAM ADVISORY COMMITTEE (SEPAC)

e. The Equal Opportunity Division shall provide training to SEPAC that will enhance ability to perform duties in an exemplary manner.

f. Potential SEPAC members shall submit Interest Forms reflected in enclosure (1) to the Equal Employment Manager via the supervisor/manager.

4. Command and Signal

a. Signal. This Policy Statement is effective the date signed.

b. Command. This Policy Statement is applicable to Headquarters Marine Corps Logistics Command, Marine Corps Logistics Base Albany, Maintenance Center Albany, and Blount Island Command.



E. G. PAYNE

Distribution: A

INTEREST FORM FOR NOMINEES

Date \_\_\_\_\_

To: Equal Employment Manager (L09-3)

Subj: INTEREST FORM FOR EEO SPECIAL EMPHASIS PROGRAM ADVISORY  
COMMITTEE (SEPAC) MEMBER

Applicant: \_\_\_\_\_

Position/Grade/Series: \_\_\_\_\_

Division/Code: \_\_\_\_\_ Telephone # \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Position: \_\_\_\_\_ Telephone# \_\_\_\_\_

I wish to be considered as a committee member for the following  
EEO Special Emphasis Program Advisory Committee (SEPAC):

(Special Emphasis includes the following programs)

- American Indian/Alaskan Native Employment Program
- Black Employment Program
- Asian/Pacific Islander Employment Program
- Federal Women's Program
- Hispanic Employment Program
- Disabilities Employment Program
- And
- Affirmative Employment Program

The main purpose of the SEPAC is:

This committee promotes equal employment opportunity by supporting the Command through positive and continuing Special Emphasis Programs (SEP). These programs reinforce the senior leadership's commitment to our EEO program. The committee maintains a steady course towards alleviating the problems with discrimination through involvement in continual cultural diversity education and celebration/observances of the above mentioned SEPs. The committee will serve and assist in all SEP observances to include the Command's Multi Cultural/Unity Day Observance.

Enclosure (1)

Subj: INTEREST FORM FOR EEO SPECIAL EMPHASIS PROGRAM ADVISORY  
COMMITTEE (SEPAC) MEMBER

This committee also provides a forum for an exchange of ideas on issues, matters or concerns about Equal Employment Opportunity and diversity and promotes communication between the Command managers/supervisors and employees. The committee serves as a bridge between management and employees by working together on EEO issues of common interest and is a valuable source of networking, which supports EEO projects and programs. Please explain your interest in the program and specify any experience or training in the EEO area:

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

For Supervisor

\_\_\_\_\_ I recommend that you consider the above employee as a committee member as indicated. I agree to grant the employee named above time to attend training and monthly meetings, and time to participate in SEPAC functions.

\_\_\_\_\_ I do not concur: (Please explain below)

Comments:

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Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Enclosure (1)

SAMPLE NOMINATION LETTER

From: Department Head  
To: Equal Employment Manager (L09-3)

Subj: NOMINATION AS THE EEO SPECIAL EMPHASIS PROGRAM ADVISORY  
COMMITTEE (SEPAC) REPRESENTATIVE (AND ALTERNATE  
REPRESENTATIVE, AS APPROPRIATE)

Ref: (a) CG LOGCOM ltr of \_\_\_\_\_

Encl: (1) Interest Form from Nominee(s)

1. In accordance with the reference, \_\_\_\_\_ is nominated to serve as a representative (or alternate, as appropriate) for this organization on the subject committee. It is my understanding that this is a collateral duty assignment for a two-year period beginning \_\_\_\_\_.

2. This appointment reinforces my commitment to the Commanding General's Equal Employment goals and objectives. It is my understanding that working under the EEO Program guidelines, \_\_\_\_\_ will be afforded training by the EEO office to allow him/her to perform this duty in an exemplary manner.

SIGNATURE

Enclosure (2)